

First 5 Commission of San Diego

Subject: Grant Funding Process

Policy Number: CFC-003 Effective Date: June 2, 2003

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Purpose

To establish the policy of the First 5 Commission of San Diego (“Commission”) for the allocation of funds for programs and services to fulfill its mandate.

Background

The Commission funds programs and services for children age zero to five, and their families to ensure that every child in San Diego County will enter school ready to learn. The Commission’s mandate is set forth in Health and Safety Code sections 130100 *et seq.*, San Diego County Administrative Code, Article IIIP, sections 84.100 *et seq.*, and the Commission’s Strategic Plan.

The Commission’s funding decisions are guided, in part, by its Strategic Plan. The Strategic Plan is a three-year plan that is reviewed annually. The Strategic Plan sets forth the Commission’s goals and general areas in which it will provide funding. The Commission also develops a multi-year Implementation Plan that is reviewed annually and an annual Allocation Plan. The Implementation and Allocation Plan identifies, on a yearly basis, specific areas in which the Commission will fund programs and the amount of funds that will be committed to each area. The Implementation and Allocation Plan implements the Strategic Plan by allocating funds received by the Commission.

Policy

All programs and services considered for funding by the First 5 Commission of San Diego must comply with this policy. Programs receiving Commission funding must not use Commission provided funds to supplant existing funding sources.

Procedures

1. Solicited Grants

- a. The Commission will issue Requests for Grant Applications to community vendors capable of providing services. Requests for Grant Applications will be issued in areas identified in the Implementation and Allocation Plan. Specific procedures will be identified for the applicants to follow to properly submit an application.
- b. The Executive Director will select and convene a source selection committee to review applications recommended in the solicited grant process. The Executive Director may determine the number of participants on the committee and those individuals who will

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serve on the committee. The committee may be comprised of Commission members, Technical and Professional Advisory Committee members, Commission staff, community members, and/or professionals in the area of service. (Commission staff serving on the committee do so as technical advisors and support staff and are prohibited from making recommendations.) The committee shall include at least one Commissioner. Committee members shall sign appropriate documents for compliance with conflict of interest and confidentiality procedures. The committee will consider only those applications submitted in accordance with the procedures set forth in the Request for Grant Application. The Committee will review the grant applications and make recommendations to the Executive Director. The Source Selection Committee is prohibited from specifying the dollar amount of any recommended awards, but may recommend budget items for Commission staff to address in negotiations in their recommendations to the Executive Director.

- c. The Executive Director will present recommendations to the Commission. The Commission will then consider the recommendations and may accept, reject or modify the recommendations. Additionally, the Commission may instruct the Executive Director to negotiate changes to applications as a condition to funding.

2. Renewal of and Additional Funding for Existing Grants

- a. Upon the release of the Request for Grant Application (RFGA), additional option years beyond one year of grant funding will be addressed in the RFGA. For grant cycles that address additional option year(s), the funding is not guaranteed beyond the first year. Grants may be renewed (or to act on the option year) or provided with additional funding if:
 1. The Commission identifies available funding and makes a determination that the program or services are consistent with desired results;
 2. The Commission determines that the grantee has met its required reporting responsibilities;
 3. The Commission determines that the grantee is making successful progress in meeting the programs process and outcome objectives or have achieved its objectives; and
 4. The Commission determines that the grantee has developed a viable sustainability plan.

Sunset Review: June 2005

Approved:

June 2, 2003

Date

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